

# Resume Planning Worksheet

For each opening we have, we're looking for someone qualified to do that particular job. What qualifies you? Experience or education using the skills and knowledge required.

Even though you may be qualified for a number of positions, select one or two closely related jobs for your resume—otherwise you'll sound so vague that no one will think you're qualified for anything. Your resume will be much stronger if you zero in on specific skills needed in one job. For example, if you like helping people, you might decide to apply for a job in customer service. In your resume, give examples of ways you've helped customers in the past.

## Outline

- ❶ Decide what you're applying for
- ❷ Use action verbs
- ❸ What is the employer looking for?
- ❹ Emphasize the skills needed in the job
- ❺ Use the worksheet

### ❶ Resumes aren't written in complete sentences.

Start each sentence with an action verb. For example:

**Operated** heavy equipment, including blade, mowers, and loaders.

**Organized** new accounting system to streamline processes.

### ❷ To see a list of action verbs, [click here](#).

### ❸ Think about the job from the point of view of the employer.

What kinds of skills and abilities are necessary to do the job? What kinds of problems might they have—and how could you help solve them? If you aren't sure what the employer wants, read the job description or talk to someone who has a job like the one you are applying for.

### ❹ Emphasize the skills your next employer is looking for—

not the skills you're using in the job you have now. For example, you may be spending half your time answering the phone, but want a job with less phone work and more opportunity to use computer skills. In your resume, emphasize everything you've done on a computer instead of your experience on the phone.

### ❺ Print the Worksheet on the next page and then fill it out.

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Using a job description or other information, list the skills and knowledge the employer needs in the column labeled **NEED**. In the column labeled **ACTION**, write down examples of when you used the skill or knowledge. In the column labeled **BENEFIT**, describe the results you achieved—the benefit of using your skill. In the last column, write down where you did that, so you can include it on your resume. A few examples are shown to help you.

[illegible]

## Benefits of using this strategy

### **Zeroing in on one job makes your resume stronger**

- Of all the things you've done, emphasize the skills and knowledge needed in this job.
- Specific details are more convincing than generalities

### **Thinking about what the job requires helps you decide what to say in your resume**

- Emphasize the skills you've used that you think you'll need in this job

### **Giving examples of the results or benefits you've achieved convinces the reader you can get things done**

- Tell how your work helped the department or company
- Use numbers whenever you can.

### **Action verbs grab the reader's attention**

- They tell the story about your accomplishments